

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
E-Mail: BrownCountyCountyBoard@co.brown.wi.us
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
January 18 – 22, 2016**

MONDAY, JANUARY 18, 2016

*2:30 pm	Solid Waste Board	Port & Resource Recovery 2561 S. Broadway Street
*3:00 pm	Housing Authority	Room 604, City Hall 100 N. Jefferson Street

TUESDAY, JANUARY 19, 2016

*4:30 pm	Veterans' Recognition Subcommittee	Room 200, Northern Building 305 E. Walnut Street
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WEDNESDAY, JANUARY 20, 2016

*6:45 pm	Planning, Development & Transportation – <i>Special Meeting</i>	Room 210, City Hall 100 N. Jefferson Street
*7:00 pm	Brown County Board of Supervisors	Legislative Room 203, City Hall 100 N. Jefferson Street

THURSDAY, JANUARY 21, 2016

*8:00 am	Criminal Justice Coordinating Board – <i>Agenda to Follow</i>	Truttman Room, DA's Office 300 E. Walnut Street
*9:00 am	Traffic Safety Commission	Brown County Sheriff's Office 2684 Development Drive
*5:00 pm	Library Board	Central Library 515 Pine Street

FRIDAY, JANUARY 22, 2015

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

**PUBLIC NOTICE
BROWN COUNTY SOLID WASTE BOARD**

Monday, January 18th – 2:30 pm

Brown County Port & Resource Recovery
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda – *Request for Approval*
4. Approval/Modification – October 19th, 2015 Meeting Minutes – *Request for Approval*
5. Announcements/Communications
6. 2016 Public Relations Plan – *Request for Approval*
7. Recycling Education Grant – *Request for Approval*
8. Fox River Fiber – *Update*
9. 2014 BOW Landfill and Recycling Audit – *Update*
10. 2015 BOW Landfill and Recycling Tonnage – *Update*
11. BOW C&D Recycling Analysis - *Update*
12. Director's Report
13. Such other Matters as Authorized by Law
14. Adjourn

Dean R. Haen
Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, January 18, 2016, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, Corday Goddard, and Andy Williams

APPROVAL OF MINUTES:

1. Approval of the minutes from the November 16, 2015 meeting of the Brown County Housing Authority.

COMMUNICATIONS:

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, participation levels, new contracts, and homeownership)
 - G. VASH Reports (active VASH, and new VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations
 - I. Quarterly Langan Denials report
 - J. Quarterly Active Cases Breakdown
 - K. Quarterly End of Participation
 - L. Quarterly Customer Service Satisfaction
3. Report on use of Administrative Reserves and HCV lease up.

OLD BUSINESS:

4. Discussion and possible action regarding request from a BCHA downpayment loan recipient

NEW BUSINESS:

INFORMATIONAL:

5. Review of Public Housing Basics section of Lead the Way training.

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

6. Date of next meeting: February 15, 2015.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made

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VETERANS SUBCOMMITTEE

Bernie Erickson, Chair
Ed Koslowski, Vice Chair
Louise Dahlke, Rosemary Desisles,
Lynn Geiser, Jim Haskins,
John Maino, Delores Pierce,
Duane Pierce, Tracy Rosinski, Joe Witkowski

****Running Total of Veterans' Certificates: 1726**

VETERANS' RECOGNITION SUBCOMMITTEE

TUESDAY, JANUARY 19, 2016

4:30 pm

Room 200, Northern Building

305 E. Walnut Street

****NOTE LOCATION***

1. Call Meeting to Order.
2. Invocation.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of December 15, 2015.
5. Presentation re: Honor Rewards Program.
6. Possible Discussion re: 2016 Veterans' Appreciation Day at the Brown County Fair.
6A 25th Anniversary of Desert Storm?
7. Report from CVSO Jerry Polus.
8. Comments from Carl Soderberg.
9. Report from Committee Members Present (Erickson, Dahlke, Desisles, Haskins, Geiser, Koslowski, Maino, Pierce, Rosinski & Witkowski).
10. Such Other Matters as Authorized by Law.
11. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair

Dave Kaster, Vice Chair

Dave Landwehr, Norbert Dantine, Tom Sieber

SPECIAL PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Wednesday, January 20, 2016

6:45 p.m.

Room 210, City Hall

100 North Jefferson Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.

Comments from the Public

1. Budget Adjustment Request (15-81): Reallocations of more than 10% of the funds original appropriated between any of the levels of appropriation.
2. Budget Adjustment Request (15-85): Any increase in expenses with an offsetting increase in revenue.
3. Such other matters as authorized by law.
4. Adjourn.

Bernie Erickson, Chair

Attachments

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, January 20, 2016 at 7:00 p.m.,** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a) Must be limited to items not on the agenda.
 - b) State name and address for the record.
 - c) Comments will be limited to five minutes.
 - d) The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.
3. **Approval of Minutes of November 4, 2015 and December 16, 2015.**
4. **Announcements of Supervisors.**
5. **Communications**
 - a) Late Communications.
6. **Appointments:**
County Executive:
 - a) Appt. of Beverly Bartlett for a three year term to the Aging and Disability Resource Center Board.
 - b) Appt. of James Crawford for a three year term to the Board of Health.
 - c) Appt. of Robert Nielsen for a three year term to the Library Board.
 - d) Appt. of Kathy Pletcher for a three year term to the Nicolet Federated Library Board.
 - e) Appt. of John Lemke for a three year term to the Nicolet Federated Library Board.
7. **Reports by:**
 - a) County Executive.
 - b) County Board Chair.
8. **Other Reports:** None.

9. **Standing Committee Reports:**

a) **Report of Administration Committee.**

(No meeting held)

b) **Report of Education & Recreation Committee.**

(No meeting held)

c) **Report of Executive Committee of January 11, 2016.**

1. Vacant Budgeted Positions - Child Support – Accounting Technician – Vacated 01/05/16.
2. Vacant Budgeted Positions - Child Support – Child Support Clerk – Vacated 01/05/16.
3. Vacant Budgeted Positions - Circuit Courts – Law Clerk – Vacated 01/08/16.
4. Vacant Budgeted Positions - Human Services – Economic Support Specialist (x2) – Vacated 12/11/15 & 01/08/16.
5. Vacant Budgeted Positions - Parks – Assistant Naturalist – Vacated 02/26/16.
6. Vacant Budgeted Positions - Public Works (Facilities) – Housekeeper – Vacated 01/06/16.
7. Vacant Budgeted Positions - Technology Services – Document Center Specialist – Vacated 12/11/15.
 - i. To suspend the rules and take Items 1 – 7 together; carried 6 to 1.
 - ii. To approve Items 1 – 7; Carried 6 to 1.

8. Review and Possible Action on Legal Bills to be paid. To pay.

9. Treasurer - ACTION – Review, discussion, and setting of “Starting Bids” for tax deed properties for sale as follows:

<u>Parcel #</u>	<u>Municipality</u>	<u>Address</u>	<u>Min. Starting Bid</u>
21-1293-2	City of Green Bay	1739 Main Street	\$37,500
14-157	City of Green Bay	1274 Cherry Street	\$6,800
1-898	City of Green Bay	1322 S. Chestnut Avenue	\$5,700
2-661	City of Green Bay	519 Twelfth Avenue	\$6,300

To list these parcels for sale at the suggested minimum bids.

10. Treasurer - Discussion/Action re: Choosing a professional source to obtain “appraisal” of tax deed properties under Wis. Stat. 75.69. To proceed with a request for quotations.

11. Resolution re: Adjustments to the 2015 Classification and Compensation Plan.

a. Objections by Department Heads.

- i. To Approve Items 14 & 15 of the Class and Comp Reconsideration Requests.

Motion withdrawn.

- ii. To approve HR recommendations effective January 31, 2016, further, direct HR and the new HR Director to review those requests which were denied or modified and thoroughly review and return final recommendations to the Executive Committee at the first opportunity; carried 6 to 1.

12. County Executive Report.

a. Budget Status Financial Report for November, 2015. Receive and place on file.

13. Internal Auditor Report.

a. Board of Supervisors Budget Status Financial Report for November, 2015.

b. Monthly Status Update: December 1 – December 31, 2015. Receive and place on file.

14. Human Resources Report. Receive and place on file.

15. Open Session: Discussion and possible action regarding the contract negotiations for the 2016 PEA Labor Agreement.

16. Closed Session: Discussion and possible action regarding the contract negotiations for the 2016 PEA Labor Agreement. Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above date, as authorized pursuant to section 19.85(1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, which bargaining is pursuant to Wis. Stat. §111.70 for purposes of negotiating and collective bargaining said agreement.

- i. To move into closed session on Item 16 & 19.

- ii. To return to regular order of business.

17. Reconvene in Open Session: Discussion and possible action regarding the contract negotiations for the PEA Labor Agreement. To approve the recommendation as presented by Administration.
18. Open Session: Discussion and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement.
19. Closed Session: Discussion and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement. Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above date, as authorized pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, which bargaining is pursuant to Wis. Stat. §111.70 for purposes of negotiating and collective bargaining said agreement. *See action at Item 16 above.*
20. Reconvene in Open Session: Discussion and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement. To approve the recommendation as presented by Administration.

d) Report of Human Services Committee.
(No meeting held)

e) Report of Planning, Development and Transportation Committee.
(No meeting held)

ei) Report of Special Planning, Development and Transportation Committee of January 20, 2016

*** Motions pending action taken at Wednesday, January 20, 2016 Special Planning, Development & Transportation Committee meeting. County Board agenda printed prior to their meeting.*

1. Budget Adjustment Request (15-81): Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation.
2. Budget Adjustment Request (15-85): Any increase in expenses with an offsetting increase in revenue.

f) Report of Land Conservation Subcommittee.
(No meeting held)

g) Report of Public Safety Committee.
(No meeting held)

10. Resolutions & Ordinances:

Budget Adjustments Requiring County Board Approval

- a. Resolution Approving Budget Adjustments to Various Department Budgets.

Executive Committee

- b. Resolution Regarding Authority to Execute a 2016 Labor Agreement with the Brown County Human Services Professional Employee Association. Motion at Exec: To approve the recommendation as presented by administration.
- c. Resolution Regarding Authority to Execute a 2015-2016 Labor Agreement with the Brown County Sheriff's Department Non-Supervisory Deputies. Motion at Exec: To approve the recommendation as presented by administration.
- d. Resolution Regarding Adjustments to the Classification and Compensation Plan. Motion at Exec: To approve HR recommendation effective January 31, 2016, further, direct HR and the new HR Director to review those requests which were denied or modified and thoroughly review and return final recommendation of the Executive Committee at the first opportunity.

11. Closed Sessions:

Executive Committee

- a. Open Session: Discussion and possible action regarding the contract negotiations for the 2016 PEA Labor Agreement.
- b. Closed Session: Discussion and possible action regarding the contract negotiations for the 2016 PEA Labor Agreement. Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above date, as authorized pursuant to section 19.85(1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, which bargaining is pursuant to Wis. Stat. §111.70 for purposes of negotiating and collective bargaining said agreement.
- c. Reconvene in Open Session: Discussion and possible action regarding the contract negotiations for the PEA Labor Agreement.
- d. Open Session: Discussion and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement.
- e. Closed Session: Discussion and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement. Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above date, as authorized pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, which bargaining is pursuant to Wis. Stat. §111.70 for purposes of negotiating and collective bargaining said agreement.
- f. Reconvene in Open Session: Discussion and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement.

Other

12. **Such other matter as authorized by law.**
13. **Bills over \$5,000 for periods ending December 31, 2015.**
14. **Closing Roll Call.**
15. **Adjournment to Wednesday, February 17, 2016 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:



Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

SHERIFF'S OFFICE

Brown County

2684 DEVELOPMENT DRIVE
GREEN BAY, WISCONSIN 54311
PHONE (920) 448-4200 FAX (920) 448-6370



JOHN R. GOSSAGE
SHERIFF

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, notice is hereby given to the public that a regular meeting of the Brown County Traffic Safety Commission will be held on January 21th, 2016 at 9:00 a.m. at the Brown County Sheriff's Office, 2684 Development Dr., Green Bay, WI 54311.

Agencies reporting traffic fatalities for the fourth quarter of 2015 please forward incident information in advance to Dan Sandberg at: Sandberg_DO@co.brown.wi.us.
Thank you.

A G E N D A

1. Call to Order
2. Approve Minutes
3. US 41 Construction Update
4. Multi-Jurisdictional OWI Task Force Update
5. BOTS Updates
6. Fourth Quarter Traffic Fatalities
7. Update on Community Maps
8. Update on I41 sidewalk discussion
9. Discussion on TSC social media site
10. Citizen Appearances
11. Other Business as Allowed by Law

Dan Sandberg, #210 BRSO
Brown County Traffic Safety Commission



BROWN COUNTY LIBRARY
515 PINE STREET GREEN BAY, WI 54301-5194

PHONE (920) 448-5810
FAX (920) 448-4364

BRIAN M. SIMONS
EXECUTIVE DIRECTOR

Simons_BM@co.brown.wi.us
www.browncountylibrary.org

"Connecting people, ideas, and community."

BROWN COUNTY LIBRARY BOARD

Central Library

Thursday, January 21, 2016

5:00 p.m.

AGENDA

1. Call to Order
2. Approve Consent Items
 - a. Agenda
 - b. Minutes
3. Communications and Open Forum for the Public
4. Annual Election of Officers
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Financial Secretary
5. Library Business (15 minutes)
 - a. Technology Report
 - b. Financial Manager's Report, Bills and Donations
 - c. Facilities Report
6. Budget
7. Old Business
 - a. Approve 2016 Pay for Performance structure
8. Nicolet Federated Library System
 - a. Approve 2015 Collection Development Grant Evaluation Report
 - b. Approve 2016 Collection Development Grant Application
 - c. Resource Library Agreement (RLA) Update

9. President's Report
10. Library Director's Report
11. Such Other Matters as are Authorized by Law
12. Adjournment

Notice is hereby given that action by the Library Board may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend the Library Board Meeting who, because of a disability requires special accommodations, should contact the Brown County Library at 448-4400 at least one working day in advance of the meeting so that arrangements can be made.

Dr. Christopher Wagner
Secretary



JANUARY 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 HAPPY NEW YEAR	2
3	4	5	6 Public Safety 11:00 am Cancelled	7 Ed & Rec 5:30 pm Cancelled	8	9
10	11 Executive Cmte 5:30 pm	12	13	14	15	16
17	18	19 Veterans Recognition Subcmte 4:30	20 Spec PD&T 6:45 Board of Supervisors 7:00 pm	21 CJCB 8:00 am	22	23
24	25 Land Con 6:00pm PD&T 6:15 pm	26	27 Human Svc 5:30 pm	28 Admin 5:30 pm	29	30
31						



FEBRUARY 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Public Safety 11:00 am	4 Ed & Rec 5:30 pm	5	6
7	8 Executive Cmte 5:30 pm	9	10	11	12	13
14 Happy Valentine's Day	15	16 Veterans Recognition Subcmte 4:30	17 Board of Supervisors 7:00 pm	18	19 Mental Health Ad Hoc Cmte 12:00 pm	20
21	22 Land Con 6:00pm PD&T 6:15 pm	23	24 Human Svc 5:30 pm	25 Admin 5:30 pm		27
28	29 LEAP YEAR					

BROWN COUNTY COMMITTEE MINUTES

- **Criminal Justice Coordinating Board (November 19, 2015)**
- **Housing Authority (November 16, 2015)**
- **Local Emergency Planning Committee (January 12, 2016)**

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE BROWN COUNTY
CRIMINAL JUSTICE COORDINATING BOARD**

Pursuant to Section 19.84 Wisconsin Statutes, a regular meeting of the Brown County Criminal Justice Coordinating Board was held on November 19, 2015 in the Truttman Room of the Brown County District Attorney's Office, 300 East Walnut Street, Green Bay, Wisconsin.

Present: Sheriff Gossage, Larry Malcomson, Supervisor Hoyer, Erik Pritzl, Tera Teesch, Don Harper, Dave Lasee, John Vander Leest, Judge Walsh, Michelle Timm, Pat Evans, Judge Zuidmulder
Citizen Reps: Tim Mc Nulty

1. Call Meeting to Order.

The meeting was called to order by Chair Judge Walsh at 8:03 am.

2. Approve/Modify Agenda.

Motion made by John Vander Leest, seconded by Tera Teesch to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Approve/modify minutes of September 17, 2015.

Motion made by Michelle Timm, seconded by Dave Lasee to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

4. Vacancies on this Board.

Judge Walsh distributed a list of the make-up of this Board and noted that the County Executive has the ability to appoint four citizen members. He asked that if anyone had suggestions for citizen members to let himself or Troy Streckenbach know.

5. Presentation regarding jail current capacity/usage.

Sheriff Gossage reported that the jail is currently at 95% capacity. Jail population typically goes up a little bit on Packers home game weekends. Gossage continued that the EMP program continues to be instrumental in keeping the capacity numbers down. Equipment they are currently using is so much more advanced than in years past and Gossage stated that they have the ability to take a remote breath sample and get an immediate reading of any type of alcohol ingestion. Additionally, they are able to track inmates every three minutes to find out where they are.

Gossage continued that the problems come when they have offenders they cannot put out on EMP because they are violent offenders or have a higher possibility of reoffending. He stated that it is a constant balancing act. Judge Walsh asked if there was an issue of having enough devices available for everyone that would be eligible for the program. Jail Captain Larry Malcomson responded that the devices are leased and there is no problem getting as many as are needed. At this time, they feel that all of the available candidates for the EMP program are on the program. Gossage also noted that they must monitor the span of control to be sure that they have the correct officer to inmate ratio. He also added that another key component is that the individuals on the EMP program pay for the program. The County benefits from this because if these inmates were in the facility and have to go somewhere for medical services, the County has to get the people to the appointments which becomes an added costs. Malcomson added that the sophistication of the tracking is impressive. It tracks with multiple satellites and also has a backup redundant system that uses the triangulation method to pin in where a person is.

Judge Walsh recalled that in an earlier meeting it was indicated that the OARs accounted for a high jail population and asked if this was still the case. Gossage responded that the problem with determining this is that those people may have another sentence along with an OAR such as a probation hold and therefore it is

difficult to determine who is in jail specifically on OARs. Judge Walsh recalled that part of the issue is that these people show up in court the first time, but not the next time and then a warrant is issued. DA David Lasee indicated that another problem is that they do not show up for the first appearance. He indicated that unfortunately with OARs, people often continue to drive without the license, so they may enter into a deferred judgment, but then have more offenses and it is heard because of the time lapse between the citation date and the date of appearance to pick up the additional charges so there are a few tweaks they need to make. Lasee understands the need to hold those people accountable, but it is not stopping them from driving. It can be frustrating, but consideration also needs to be given to use of community resources. Lasee explained the difference between operating after revocation and operating without a license and noted that revocations are a little more serious.

Judge Walsh asked if Gossage had any sense of how much space the treatment courts are using up as far as the jail goes. Gossage responded that a lot of the treatment court participants are on the EMP program. Malcomson added that between the four treatment courts, they have about 10 or 11 inmates. Judge Zuidmulder added that regrettably, on occasion the treatment courts have used the jail for housing. Sometimes participants are not eligible to be in the homeless shelter and have no money and no other place to go. He is hopeful that there will be some sort of transitional arrangement in the near future which will give them an option they have not had before. Judge Zuidmulder hopes to see the transitional residential component be available in the March or April time frame. Human Services Director Erik Pritzl added that the transitional residential program would be using some of the beds in the CBRF that are not being utilized. Before the transitional arrangement can be finalized there needs to be a program application to the state which the state will review and then approve. There also will need to be a site visit and the County will have to staff for it. Pritzl felt it may be possible to get this done by the end of the first quarter of 2016. He continued that the transitional housing piece is needed for the detox piece and part of this is all tied into the initiative approved and supported by the County Board in the amount of \$1.1 million dollars. Pritzl noted that the detox and residential housing really need to be done together to be effective. He also stated that the day report center was part of the initiative and would provide another option for non-violent offenders. The day report center would be a place in the community that is a drop in location where people can get monitoring and supervision as well as counseling and some vocational support. Pritzl would also like to see economic support available so people can apply for benefits. He noted that the day report center would have to go out for proposals for bids because there are multiple providers for this service. Gossage indicated that at one time they talked about using space in the work release center for a day report center, but after looking at the numbers, this will not be feasible due to the current population in that building. He felt the best location for a day report center would be somewhere downtown, but did not think it needed to be a large space. Pritzl talked briefly about the requirement of being a certified lab to do UAs and noted that Brown County can probably find a way to make this work with the services and facilities currently available.

Pritzl also mentioned the mental health ad hoc committee which is looking at the behavioral health/criminal justice intersect and how to improve things. The ad hoc group is looking at doing a 1 ½ day sequential intersect mapping exercise to look at specific intercepts such as the first contact, point of arrest and point of first appearance. The mapping will help determine what could be done different or better for people with mental health or substance issues at those intercepts. Pritzl noted that letters of support are needed for this from law enforcement, jail, judge, probation and parole and mental health. He noted that this mapping has been done elsewhere and was successful.

Judge Walsh asked where the day report center process is at. Pritzl stated that a program outline needs to be put together which includes how many people it would serve and what it would do. He felt that the siting would also have to be identified because once the proposal is identified and some of the specific measures are identified, the Human Services Committee and County Board would have to approve the funding to be released to do the RFP. He hoped that this could be put together in December and then put out to the Human Services Committee in January, 2016. Pritzl felt that the siting issue should be left up to the provider of services but noted that the County could specify certain parameters such as on the bus line and things of that nature. Lasee

wanted to be sure that the program is tailored to what the County wants the provider of services to do. Pritzl noted that there is a meeting of the ad hoc committee in December and the day report center will be discussed in greater detail at that time.

6. TAD Grant programs/new hire for Treatment Court (Dave Lasee)

Lasee noted that there has been a new hire for the treatment courts. The new hire is not on board yet but it is someone from DOC and he is excited to finally have this area fully staffed. This will allow Joe Torres to do what he is supposed to do which is oversee the program and assist with this Board. Lasee noted that Torres is excited to oversee the treatment courts and the TAD grant.

Lasee continued that they have just finished the grant for 2016 and stated that it was a non-competitive process and Lasee feels confident that they will be receiving the grant.

7. Mental Health Court (Judge Zuidmulder).

Judge Zuidmulder reported that the treatment courts have not been taking new people in due to staffing issues. He said that the mental health court currently has 10 participants and he thought this was remarkable, given the length of time the court has been active. He stated that it is very rewarding and reported that he has people who are getting jobs for the first time in six or seven years. The participants are very appreciative of the court and of everything the community does to help them. Judge Zuidmulder stated that one person in the mental health court had 30 – 45 police calls to his residence in a short period of time prior to being in the court, but since he has been in the mental health court for the past six months, there has not been one police call to his residence. He feels that there will be more stories like this as they move forward. Judge Zuidmulder noted that in the past these people had taken up enormous resources and now they are doing much better.

Judge Zuidmulder continued that he meets regularly with all of the mental health providers in the community to get feedback and hear suggestions and this has worked out well. One of the suggestions he got was with regard to sanctions and one of the mental health providers suggested that Judge Zuidmulder ask the participants what they would find most distasteful as a sanction. He stated that they are using this technique a little bit and it is working well. He felt that the mental health court is improving the quality of life in the community and he intends to keep it going.

Evans asked for clarification as to why new members were not being taken into the treatment courts. Judge Zuidmulder said that the screening process was Joe Torres' function, but because they were understaffed he was not able to do the screenings. Judge Zuidmulder felt that now that the program is fully staffed Torres will be able to devote more time to screening. Evans spoke about the screening process and indicated he would like to hear more about this and suggested that Torres attend the next meeting to explain the screening process. Evans said that he has heard both positive and negative things about the mental health treatment court. The negative usually goes back to questions of if people are given a break just because they have a mental health issue. He would like more information on this so he knows how to respond to questions. Lasee added that there are disqualifiers for all of the treatment courts. Significant violent offenders are automatically screened out as a requirement of the grant. Judge Walsh stated that there have also been some delay issues as a result of staffing which has resulted in him receiving letters from attorneys asking for adjournments to allow time to get people screened into the court. Judge Walsh indicated that he will ask Joe Torres to attend the next meeting to talk more about this.

8. Heroin/Drug Court (Judge Walsh).

Judge Walsh stated that heroin court has similar experiences as mental health court. There are currently 12 people in the court and nobody has been kicked out for non-compliance. All of the participants seem to be very

appreciative for the court. He stated that 98% of the time if someone comes in and they have done something that violates the rules of the court, they apologize, understand what they did, they are ready for the sanction, they fulfill the sanction and jump right back in to the program. He noted that he has not had anyone reuse since they have been in the court. The program takes between 12 – 18 months to complete, and is followed by probation for a period of time. Judge Walsh also noted that most of the people have a number of issues that surface once the heroin issues are peeled away and they work hard to keep these people busy to keep them on track. Lasee noted that the treatment courts are a supportive process and all of the judges, case managers and probation agents are working to support the person and someone is available to help them out all the time. Judge Walsh said that the case managers do an amazing job and everyone on the treatment court teams are very committed to doing this and doing the best job they can in helping as many people as they can. He continued that during the discussions, it is not about how easy they can be on the people, but more of how they can help them. Sometimes they do need to throw someone in jail, but the people come out ready to get back in. Michelle Timm added that help outside of normal business hours is covered. Judge Walsh noted that there are a lot of committed people spending a lot of time on the mundane issues of addicts. Evans asked Michelle Timm if she could bring information forward at the next meeting as to what a safety plan looks like and what it involves.

9. Future Agenda Items, if any.

Judge Walsh asked if anyone had any items they would like to see on a future agenda to let him know. Clerk of Courts John Vander Leest noted that the County Executive had a presentation recently regarding the efficiency and collaboration between the judges, court commissioners, sheriff, DAs office and Clerk of Courts and it was discussed with the presiding judge that instead of creating a separate committee, that agenda items be brought for coordination to this Board for discussions. Vander Leest continued that there were some items discussed at the meeting and he can bring a list of items to the next meeting.

Sheriff Gossage also suggested that an update be given with regard to the new transitional position in the jail and what the impact has been. Pritzl stated that the position has been approved, but they still have to do a position description and noted that they will use a clinical therapist description as a base. He felt this was going to be a matter of behavioral health staff sitting down with jail staff and the jail's mental health provider to iron out the details.

Timm shared information regarding a Vivatrol pilot program they are working on. She is looking for any other interested stakeholders. Pritzl stated that through the comprehensive community service program there has been a move to try and do the DOC piece with the regional collaboration. Information on this program is attached.

A discussion was held regarding the next meeting date. The next meeting of this Board will be held on January 21, 2016 at 8:00 a.m.

10. Such other matters as authorized by law. None.

11. Adjourn.

**Motion made by Dave Lasee, seconded by Judge Zuidmulder to adjourn at 8:52 am. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio
Recording Secretary



Opiate Addiction Treatment Pilot Program

Wisconsin Department of Corrections

Governor Walker's 2015-17 budget proposal Included \$1,573,400 over the biennium for the Department of Corrections (DOC) to pilot an opiate addiction treatment program including medication assisted treatment for offenders under the agency's care.

The DOC is looking to contract with providers in Brown, Calumet, Door, Kewaunee, Manitowoc, Outagamie, Waupaca, and Winnebago Counties who have existing opiate addiction treatment programming and have the capability to treat using Vivitrol.

The pilot will include individuals incarcerated and nearing release or those currently under community supervision who may or may not have completed AODA programming and with their first Vivitrol injection administered prior to release. Participants may also be individuals in the community on probation and who may or may not have had prior AODA treatment.

Participants must volunteer to be part of the pilot.

The Wisconsin Department of Corrections (DOC) is seeking input from existing opioid treatment providers interested in providing medication-assisted treatment using Vivitrol. Agencies must be able to provide the following services in one or more of the eight pilot counties (Brown, Calumet, Door, Kewaunee, Manitowoc, Outagamie, Waupaca, Winnebago):

- ◇ Medical assessment to determine participant's medical eligibility for the pilot program.
- ◇ Medical assessment to determine the presence of opiates in participant's system, i.e., urinalysis.
- ◇ Medication assisted treatment of opiate addiction with naltrexone for extended-release injectable suspension, i.e., Vivitrol.
- ◇ Alcohol and other drug abuse treatment programming using cognitive based therapies based on assessed need of the individual.
- ◇ Ability to invoice third parties for services covered by insurance or other government programs.
- ◇ Case management services to include communication with DOC Probation and Parole Agents assigned to the participant's case.
- ◇ Ability to reach-in to DOC institutions via tele-health to begin building relationships with incarcerated individuals as they prepare for release to ensure continuity of care.
- ◇ Ability to provide emergency enrollment (M-F) for community-based participants presenting to DOC in need of services.
- ◇ Capability to electronically report specific data elements as required by the DOC.

The number of pilot participants is indeterminate at this time and will vary from county to county. Overall cost of services will determine number of participants able to participate.

Agencies that are interested in participating in the pilot will be contracted with individually for the remainder of the pilot period. Extension of contracts is dependent upon continuing funding. DOC anticipates the pilot beginning early 2016.

Department of Corrections contacts:

Mike Meulemans: (920) 751-4621/Michael.Meulemans@Wisconsin.gov

Judy Foss: (608) 240-5306/JudyM.Foss@Wisconsin.gov

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, November 16, 2015, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, Adam DeKeyser, and Corday Goddard

MEMBERS EXCUSED: Sup. Andy Nicholson – Vice-Chair

OTHERS PRESENT: Robyn Hallet, Matt Roberts, Pat Leifker, Mackenzie Reed-Kadow, Stephanie Schmutzer, Zaland Wardak, and Kelly Desotelle

APPROVAL OF MINUTES:

1. Approval of the minutes from the October 19, 2015 meeting of the Brown County Housing Authority.

A. DeKeyser made a motion to approve the minutes from the October 19, 2015 meeting of the Brown County Housing Authority, seconded by C. Goddard. Motion carried.

COMMUNICATIONS:

2. Letter from HUD dated October 14, 2015, regarding change to CY 2015 Administrative Fee Proration

R. Hallet stated that there will be an increase in the proration for the Administrative Fees from 79 percent to 81 percent, starting from the month of November to the end of the year 2015. The Authority decided to receive and place on file the letter from HUD dated October 14, 2015, regarding change to CY 2015 Administrative fee Proration.

3. Letter from HUD dated November 6, 2015, regarding final management decisions regarding the BCHA's OIG Audit.

R. Hallet stated that the HUD Milwaukee Field Office took the recommendations provided by the OIG after the OIG Audit was conducted. As a result, the Authority will have to pay back, with non-federal funds; the various amounts listed which total \$56,318. The deadline for the repayment is September 20, 2016. She also stated that there are enough non-federal funds available to repay this amount. A. Hartman asked if the Authority will repay this immediately. S. Schmutzer stated that she has included this amount in the 2016 budget; therefore the owed amount will be repaid in the year 2016.

R. Hallet stated, as a reminder to the Authority, that the funds are repaid back into the BCHA's own HCV program, from the BCHA's non-federal funds. S. Schmutzer stated that the non-federal funds will be taken out of Revenue Bonds and put back into HAP, where the funds will become revenue there. From there the Authority will be able to use those funds to pay back residents as well as be stored there to finance further leasing expenses.

C. Goddard wanted confirmation that there would be no net loss to the BCHA. S. Schmutzer confirmed that there will not be a net loss, since it is moving money from one account to another.

A. Hartman asked the staff for clarification as to why they failed to fully or correctly understand HUD regulations, which lead to the issue of repayment. R. Hallet stated that, in her opinion, it is primarily due to calculation error on behalf of ICS specialists. M. Roberts stated that he does not believe that the error was due to a lack of understanding of HUD regulations. He pointed out that in three years, ICS handles \$45 million in funds, therefore; a \$56,000 error does not seem large in comparison. A. Hartman asked ICS how many staff is in charge of calculating housing payments. M. Roberts replied about 20. A. Hartman stated that with this number of people in charge of a similar task, there is bound to be error. S. Schmutzer stated that the error was in part due to a misunderstanding of what a policy had read, therefore; the staff was consistently wrong. S. Schmutzer added that the policy has now been changed to match the practices of the staff.

The Authority accepted and placed on file the letter from HUD dated November 6, 2015, regarding final management decisions regarding the BCHA's OIG Audit.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:

A. Preliminary Applications

For the month of October there were 189 preliminary applications. A. Hartman asked why the number for the preliminary applications has dropped. P. Leifker stated that it could be any number of factors. He further stated that there are currently a lot of incomplete applications. A. Hartman asked if this is unusual. P. Leifker replied no, but he stated that many applications are filled out in a current month but due to it being incomplete, the staff reserves it in ordered to claim it as a complete application the following month. This might explain the drop in numbers for the month October.

B. Unit Count

The unit count for the month of October was 2958

C. Housing Assistance Payments Expenses

The HAP expenses amounted to \$1,156,030.

D. Housing Quality Standard Inspection Compliance

There were a total of 385 inspections, of which 198 passed the initial inspection, 73 passed the reevaluation, 82 resulted in a fail, and 32 were no-shows. A. Hartman asked if the no-shows are associated with the same landlords. P. Leifker explained that ICS does not require both the landlord and the tenant to be present. The no-show is a result of no persons present at the location and time of the appointment.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

P. Leifker stated that for the month of October there were 141 port outs with an associated HAP expense of \$119,034. ICS was overspent by \$18,322.58 but collectively ICS is still underspent for the year. The FSS program was overspent by \$525.00 in October.

- F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, participation levels, new contracts, and homeownership)
R. Hallet introduced Mackenzie Reed-Kadow to the Authority as the new FSS coordinator. She also mentioned that Nicole Tiedt, the former FSS coordinator, resigned from her position and has left ICS.

M. Reed-Kadow stated that 83 participants are currently enrolled in the FSS program. Of that number, 51 participants are at level one, seven are in level two, 15 are in level three, and 10 are in level four. Six new contacts were established for the month of October. There were two graduates and zero terminations for the month of October. There are currently 35 escrow accounts, with a total of \$4,407 deposited. FSS graduates have taken with them \$11,712.95 upon graduation. There are currently 58 homeowners in the program.

- G. VASH Reports (active VASH, and new VASH)

P. Leifker stated that there are currently 25 participants in the VASH program.

- H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker stated that for the month of October there was one new investigation assigned, six previous investigations were closed, and five investigations are still active. One hundred and eighty nine applications were processed; of that number, 186 were approved and three were denied. P. Leifker allowed the Authority to analyze two charts one their own; the first being Initial Applications by Municipality and the second being Fraud Investigation by Municipality.

5. Report on use of Administrative Reserves and HCV lease up.

P. Leifker explained that the information given to the Authority regarding this agenda item is a breakdown of all the clients ICS has admitted into the program since their lease up initiative began. He explained that the top portion of the list represents the clients that were pulled from the waiting list, he then compares the number of clients that returned their paperwork to the number of clients that did not. For the clients that did not, their applications were closed. He stated that the next figure showed the total number of vouchers issued. The bottom box showed the number of clients still on the waiting list. The final figure represented the total cost for extra administrative expenses that ICS has invoiced to the BCHA through October 31, 2015. This figure amounts to \$11,200.

A. Hartman asked for clarification on what "displaced" represented. P. Leifker stated these are applicants that have been displaced due to government action or natural disaster. He added that this number will mostly likely show to be zero due to the

preference given to them, which allows them to be leased up immediately without any wait.

A. DeKeyser asked if staff has kept in contact with HUD and if HUD is satisfied with the progress being made on the lease up initiative. R. Hallet responded yes, that staff converses with HUD on a monthly basis and that HUD is in understanding of the progress being made. Both HUD and staff would like for the number of monthly lease ups to increase to more favorable levels, but given the effort put in, the numbers achieved have been reasonably expected by both parties. R. Hallet mentioned that the Authority is still on HUD's hotlist for this issue.

OLD BUSINESS:

6. Review and approval of 2016 Fair Market Rents and Voucher Payment Standards.

R. Hallet reminded the Authority that in the previous meeting, it was asked of them to keep payment standards the same. R. Hallet explained that in the staff's conversations with HUD, additional ideas for increasing the use of HAP funds were brainstormed. In addition to the lease up initiative, the general consensus was to increase the payment standards, so the Authority will use more in HAP funds, allowing for less of it to become reserves. P. Leifker stated that HUD has observed that the majority of housing authorities have underutilized their payment standards since sequestration. Due to sequestration, many housing authorities did not increase their payment standards in order to save additional funding. The increases that the staff is proposing is within the 90 to 110 percent threshold HUD has in place. P. Leifker also mentioned that the goal is to keep the payment standards low enough that if next year's fair market rents decrease, there will not have to be a decrease in payment standards to stay within the threshold. R. Hallet mentioned that the current increase in payment standards is an average of \$15 to \$25 increase from what the Authority had approved last month. P. Leifker agreed, stating that the largest increase in payment standards was for two bedroom units, totaling a \$33 increase. He added that most of the Authority's clients are housed in two bedroom units. This increase will help make clients' rent more affordable, while allowing the Authority to expend more funds.

A. DeKeyser asked if the Fair Market Rents have been approved as final by HUD. P. Leifker stated no. R. Hallet stated that this issue is highly unusual and typically HUD finalizes the Fair Market Rents by October 1. A. Hartman asked why this might be. R. Hallet stated that it is her opinion that it might be related to the continuing resolution on the Federal budget. M. Roberts stated that overall this approval for an increase in payment standards is beneficial in two ways: first, it allows for more affordable rent for the clients and second, it allows the Authority to spend more of their funding.

C. Goddard made a motion to approve the 2016 Voucher Payment Standards. Motion was seconded by A. DeKeyser. Motion carried.

NEW BUSINESS:

7. Approval of ICS's 2016 budget.

R. Hallet stated that the 2016 budget for ICS had been included in the RFP for administration of the HCV program, but that budget was originally put together in June

with best estimates available at that time but that since then more accurate numbers are available, therefore the budget had to be altered to more accurately meet these needs. M. Roberts stated that he had anticipated that this would happen. He stated that initially, most items in the budget were estimated to a certain degree. Now that ICS has a better understanding of their true funds, they can make more accurate decisions on what their budget should encompass. He stated that ICS's current budget is in fact smaller than the initial estimated budget in the RFP. The largest change in the budget was to healthcare. Initially ICS had estimated healthcare to be at a 30 percent margin; the actual percentage turned out to be around 18 percent. Employee salaries were also decreased from \$620,000 to \$614,000. He also stated that he has allowed for flexibility on the budget for professional services. ICS has recently used a contractor for accounting and financial services. He stated he would like to hire an employee in-house to do the same work. This new hire would improve communications with all staff members and to the BCHA. Some funds were taken from employee salaries to satisfy potential future costs for the professional services account.

A. Hartman asked if those funds will come back to employee salaries once an employee is hired. S. Schmutzer generally stated no. She explained that each line item does not need to be approved separately. When an entire budget is approved, funds can become fluid in their allocation towards various expenses. A. Hartman also asked if any changes have been made towards port outs and its associated admin fees. S. Schmutzer stated that it is very difficult to present concrete numbers for such an unpredictable account. She also stated that HUD is also looking into changing the way in which port ins and outs are to be funded. HUD is considering changing how authorities bill one another for port outs. They are considering directing the costs internally; however nothing has been finalized as of yet. A. Harman wanted clarification on whether the number reserved for port outs is purely an estimated number. M. Roberts stated yes. He added that he had decreased this amount by \$5,000 dollars from this current year's budget. He also stated that ICS is working with legislators to shed light on this issue. A. DeKeyser added that ICS has also included in its budget, essentially \$17,456 of non-contingent funds under the title of depreciation expense. S. Schmutzer stated that these funds have a legitimate purpose in representing the future cost needed to replace or enhance the computer equipment ICS currently has.

C. Goddard made a motion to approve ICS's budget for the year 2016, and seconded by T. Deidrick. Motion carried.

8. Approval of BCHA's 2016 budget and Approval of Resolution #15-02 Approving Operating Budget.

A. Hartman asked for an explanation as to what resolution #15-02 was referring to. S. Schmutzer stated that it is a more formal way of providing confirmation to HUD that the Authority has seen and approved the BCHA 2016 Budget. R. Hallet mentioned that the numbers 15-02 represent the year and chronological order of the number of resolutions the Authority has had in one calendar year, therefore this is the second resolution of the year 2015.

S. Schmutzer stated that the Authority should be aware of the fact that the budget includes out-of-state proposed trainings. R. Hallet clarified that generally the Authority

must authorize out-of-state training; including and preapproving this in the budget relieves the burden of having to approve every event separately. S. Schmutzer added that the budget for trainings does include commissioners, if they were to be interested in going to a WAHA or NAHRO training.

R. Hallet also added that the budget attachment for training and travel costs involves both the GBHA and BCHA costs, due to such training costs for herself and S. Schmutzer being split between the two Authorities. Therefore the Authority members should focus on only the BCHA totals.

S. Schmutzer stated that the HCV program accounts for the largest portion of the expenses in the budget. The yellow highlighted areas represent numbers from ICS's budget that has been included into the BCHA budget. S. Schmutzer stated that she had included ICS's entire budget into the BCHA budget. She explained that she did not adopt ICS's revenue, however as BCHA's revenue because in reality it is an expense to the BCHA.

S. Schmutzer stated that the budget increased in some areas but also decreased in other areas. She explained that salary expenses increased, partly due to a two percent increase that the City of Green Bay had approved as of October of this year, which continues into next year. She mentioned that part of this number also includes step increases.

S. Schmutzer went on to explain that legal fees have increased dramatically: in the 2015 budget, legal fees were estimated to be \$8,000, but since ICS has allowed the Authority to take charge of more fraud cases, in an effort to collect funds through the state TRIP program, actual legal expenses amounted to around \$16,000. S. Schmutzer stated that due to this trend and the success that the TRIP program is showing in collecting a total of \$100,000, staff has increased the legal fees to \$17,000 for the year 2016 in anticipation of a similar result.

S. Schmutzer stated that she has specified some expenses and has given them their own account. For instance computer support was taken from miscellaneous expense and put under its own title. She explained that the account Sundry Admin-Miscellaneous has been split between the months January and February. She added that the cost for potential quality control software for tenant files had been added to office supplies expense.

R. Hallet explained that OIG has recommended that the Authority put more procedures into place in regards to quality control reviews of tenant files. She stated that she performs quality control reviews on a quarterly basis. She has recently been seeking either a third party to provide her with guiding software that would help her to improve her own process, or potentially contracting it to a third party that would perform the quality control reviews themselves. She has found two housing resource companies to provide either service. Nan McKay and Associates can perform these quality control reviews at a pace of 10 files per month with a yearly cost of \$10,800. R. Hallet explained that there is another potential contractor that could perform the same service in-house, but their cost is too great. R. Hallet is considering this company for its ability to provide a software tool that R. Hallet could use and therefore continue to perform the

reviews herself. This option would amount to a yearly cost of \$13,800. She stated that if the Authority does not like these options, she can continue to perform as she always has. OIG did not complain of how R. Hallet performed the reviews, but they did wish to formalize the process, meaning that the review process should be included in the Administrative plan. She also stated that per OIG's request, she and P. Leifker have organized a follow up process after an error is found, to review the corrections made to errors found.

R. Hallet explained that the actual costs of these contractors became available to staff after the budget was finalized. Therefore the actual cost was not included in the budget. A. DeKeyser asked if the OIG recommended a third party's involvement in the review process. R. Hallet stated no. T. Deidrick asked R. Hallet how long it takes her to perform the review. R. Hallet responded that it takes her a little less than an hour to review one file. S. Schmutzer added that the staff used that number and multiplied it first by the time R. Hallet takes to review one file (one hour) and second by the salary/benefits she would receive for that time, to estimate the cost of \$5,000 for a contractor's services. R. Hallet added that she does not perform 10 files on a monthly basis; rather she performs a review of five files per quarter. She added that the speed of a contractor to perform the reviews gives the Authority better insight on how efficiently the program is running.

A. Hartman asked R. Hallet how often she finds errors in her review of the tenant files. R. Hallet replied not often. A. Hartman asked for the total number of files and what percentage from that number R. Hallet's reviews amounted to. S. Schmutzer stated that there are approximately 3,000 participants on the program. A. DeKeyser stated that the number of R. Hallet's reviews would not even amount to five percent. P. Leifker stated that there is also quality control reviews performed internally at ICS. HUD requires a minimum number be reviewed, which ICS meets or exceeds annually. R. Hallet stated that in her reviews she mainly searches for errors pertaining to anything that effects the housing assistance payment. Usually the errors found are minor. A. DeKeyser asked if giving a third party the information needed for the reviews would be a challenging task or if the information is held or stored electronically. R. Hallet replied that it would not be difficult since the information is indeed stored electronically. She added that staff would provide the third party access to only view content on the computer system and would not give them access to potentially change recorded data. R. Hallet stated that an advantage to having Nan McKay and Associates is that their understanding of HUD regulations is always very current.

A. DeKeyser asked if there are a minimum number of reviews that Nan McKay imposes on their contractual agreements. He also asked if the Authority could contract their services for fewer; say only five file reviews on a monthly basis in order to cut costs. R. Hallet mentioned that there is no minimum requirement for Nan McKay. She added that HUD does impose a minimum on the number of reviews to be conducted at ICS internally. R. Hallet stated that she essentially reviews the Authority's contractor, ICS, to insure that the contractor is performing its review process correctly. A. DeKeyser stated that regardless of the number of reviews conducted by a third party, based on their success rate, the staff can use this resource to judge if a third party adds any value to the review process. C. Goddard and A. Hartman expressed their agreement to A. DeKeyser's suggestion of contracting a third party for only five file reviews on a monthly basis. C. Goddard asked S. Schmutzer if the funds to contract a third party reviewer had

been included in the budget. S. Schmutzer stated that there is only \$5,000 in funds budgeted for this expense, but per the Authority's request, more funds can be allocated to satisfy the real need. A. Hartman deferred back to her statement of agreement with the notion of cutting costs and using this resource as a trial resource in order to judge its effectiveness or added value to the review process. S. Schmutzer asked if Nan McKay required a one year contractual obligation. R. Hallet replied no; she stated that there is no time obligation. S. Schmutzer suggested that the Authority could approve the current \$5,000 already budgeted, to go into a trial contract with a third party reviewer. C. Goddard stated that he would like to see the staff use the funds already budgeted, in however way they please, in order to come to a sound conclusion of the usefulness of a third party contractor. The rest of the Authority members agreed with his statement. A. Hartman asked if the Authority has to make any sort of motion to approve the funds to be expended on a third party reviewer. R. Hallet stated no, due to the funds already being included into the budget.

C. Goddard asked why line 47-15 had a \$4 million increase. S. Schmutzer stated that this is the account of "HAP- Other." She stated that this increase is the result of the Authority's effort to expend their reserves in order to reach their maximum for lease ups. She added that she is confident that all of the funds will not be utilized; rather it is merely an effort to remove the BCHA off HUD's hot list. She added that the budget total also includes the funds that the OIG had asked the Authority to reimburse clients. A. DeKeyser stated that he agreed with the intension behind the number but he asked if a large change in funds, such as this, could be more detailed or specified in the future in order for readers of the budget to understand why such funds were moved. He also asked if the present and future budgets would look fairly the same if the dramatic increase of the use of reserves were of be discounted. S. Schmutzer stated that budgets of the future will be different if the factor of the reserves were to be discounted due to an increase in lease ups. S. Schmutzer generally stated that most Authorities for the next year will have an unusually looking budget as well, due to sequestration ending. The end of sequestration allowed for authorities to access funds that were otherwise frozen. She also added that she is not aware of the full details of what is involved in creating that number. She explained that she worked with M. Roberts to help her with the details involving the potential Admin expenses per unit and other various expenses.

S. Schmutzer stated that fund 53, 80-81-CDGB, represents items in the budget that deal with down payments, closing costs, assistant loans, and training. Fund 57, the Revenue Bond account, includes the amount that OIG had imposed on the Authority to repay A. DeKeyser asked how much the Authority had in Revenue Bonds. S. Schmutzer stated that the Authority has approximately \$700,000 in the Revenue Bonds account.

C. Goddard made a motion to accept the BCHA's 2016 budget and Approval of Resolution #15-02 Approving Operating Budget. T. Deidrick seconded that motion. Motion carried.

9. Review of Fundamentals of Oversight section of Lead the Way training, followed by discussion and decision regarding other segments of the training.

R. Hallet asked the Authority if they had completed the Fundamentals section of the Lead the Way training, as they had discussed in the previous meeting. The Authority members generally stated no. R. Hallet logged into the Lead the Way training website to guide the Authority members and help them navigate their way through the trainings. All the Authority members went through three questions together as a group, in order to get a feel for the training content. R. Hallet explained that some training segments have a link to other segments, this allows a trainee to complete sections of other trainings while still under the same segment, but this is not necessary. R. Hallet stated that the Public Housing basics section is indeed pertinent to this Authority and that this training should not be ignored. A. Hartman asked R. Hallet how long each segment of the training took her to finish. She stated that it took her about half an hour to finish the two segments she has completed thus far.

C. Goddard made a motion to continue the Lead the Way training on a monthly basis for at least one more month. A. DeKeyser seconded the motion. Motion carried.

INFORMATIONAL:

10. Review of ICS's Operational Plan.

R. Hallet reminded the Authority that part of the RFP requested the selected contractor to provide the Authority with an Operational Plan 60 days before the start of the contract. M. Roberts reviewed various sections of the plan. He explained that ICS has put in plans to lower potential fraud. He explained that since ICS received its new operating system for its computers, its doors and other resources are out of synch with the new system due to differences in the old and new operating systems. He stated that funds will be needed in the future in order to synch all the resources together. That cost, he added, was not included in the 2016 budget.

BILLS:

S. Schmutzer allowed the Authority members to analyze the bills. A motion was made by T. Deidrick to approve the bills for this month. A. DeKeyser seconded the motion. Motion carried.

FINANCIAL REPORT:

S. Schmutzer stated that HAP income is \$4 million underspent, which is partly due to the increase in the use of reserves. A. DeKeyser made a motion to approve the financials for this month. C. Goddard seconded the motion. Motion carried.

STAFF REPORT:

11. Date of next meeting: December 21, 2015 (tentative).

R. Hallet stated that the December meeting may or may not happen due to any unexpected last minute issue that may come up before the year end.

The BCHA meeting for November 16, 2015, adjourned at 4:29 pm.

ZW:rah:jd

**PROCEEDINGS OF THE BROWN COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE – LEPC**

Pursuant to Section 19.84, Wis, Stats. A meeting of the **Brown County Local Emergency Planning Committee** was held on Tuesday, January 12, 2016 @ 14:30 p.m. at Brown County Emergency Management.

PRESENT: Leon Engler, Steve Johnson, Russ Phillips, Tom Collins, Jon Jandrin, Bill Marotz, Ed Foral, Kent Calwarts, Nathan Meyers, Justin Steinbrinck, Melissa Spielman

1. CALL MEETING TO ORDER:

The meeting was called to order by TOM COLLINS at 14:31.

2. APPROVAL OF AGENDA:

A MOTION WAS MADE by STEVE JOHNSON TO APPROVE THE AGENDA, LEON ENGLER Seconded. Vote taken, MOTION CARRIED UNANIMOUSLY.

3. APPROVAL OF MINUTES:

A MOTION WAS MADE by RUSS PHILLIPS TO APPROVE THE MINUTES, BILL MAROTZ Seconded. Vote taken, MOTION CARRIED UNANIMOUSLY.

4. COMMITTEE REPORTS:

A. PUBLIC INFORMATION AND EDUCATION (PIE) COMMITTEE

- Melissa mentioned it was a vacant position. She wished to nominate Justin Steinbrinck for the chair of this committee. Tom Collins requested for a motion.

A MOTION WAS MADE by MELISSA SPIELMAN TO MAKE JUSTIN STEINBRINCK THE CHAIR OF THE COMMITTEE, BILL MAROTZ seconded. Vote taken, MOTION PASSED UNANIMOUSLY.

B. EXECUTIVE COMMITTEE

- Review of current membership list: Melissa Spielman pointed out the discrepancies with the current list, including Beth Erdman's position needing to be re-assigned. Most others on the list wish to remain there. Melissa stated the state really wants all vacant positions to be filled. Tom Collins mentioned the struggle of getting media and political positions filled. Melissa will look at getting recommendations for these positions, and reached out to the group for any ideas from them. Steve Johnson confirmed that these positions are posted online via our website, as well. The question of adding e-mail addresses to the appointment list was also brought up, and it was decided this addition was appropriate.

- Committee approval needed to appoint Brown County Emergency Management Director as the Emergency Coordinator for the LEPC:
A MOTION WAS MADE by STEVE JOHNSON, BILL MAROTZ seconded. Vote taken, MOTION PASSED UNANIMOUSLY.
- Committee approval needed to appoint Brown County Emergency Management Coordinator as the Information Coordinator:
A MOTION WAS MADE BY MELISSA SPIELMAN, STEVE JOHNSON seconded. Vote taken, MOTION PASSED UNANIMOUSLY.
- Committee approval needed to designate State EPCRA Compliance Officer as LEPC Compliance Inspector:
A MOTION WAS MADE BY TOM COLLINS, MELISSA SPIELMAN seconded. Vote taken, MOTION PASSED UNANIMOUSLY.
- Nomination of Vice Chair: Decision was made to e-mail out the job description to the group, seek out interest, and take a formal motion at our next meeting if interest is found. Otherwise a different route will need to be sought after.

C. PLANNING COMMITTEE

- EM intern Nathan Meyers introduced himself, and gave a presentation on the plan review of M&M Warehousing.
- Tom Collins mentioned that the intent of the LEPC is to help not indict, and showing that to local companies will be helpful. Asking Sam about tagging along for the business visits/planning could be possible with Sam's permission.
- Steve Johnson asked about the movement of hazardous chemicals and how that is done safely. Tom Collins explained how the facilities ERP would have those details in it, along with the Tier II reports for a given business—which are both accessible by local fire departments.
- Melissa mentioned that BCEM has most Tier II Reports and ERPs from businesses filed appropriately in our back storage room, and it is now much more accessible.
- Russ Phillips with SuperValu spoke about inviting out the police and fire staff to see the set-up of their facilities, and to give these police and fire departments an idea of what they may be dealing with, given an emergency.

5. OTHER REPORTS:

A. ARES/RACES UPDATE

- Melissa mentioned that David Catalano told her he was retired, but was going to stay in the group... but mentioned that Dennis Carr may be attending these meetings in the future.

B. RECENT SPILLS

- November 16th, Tetra tech, hydraulic fuel 4 oz.
- November 21st, Halls Calf Ranch, Milk 1000 gallons.
- December 1st, JBS, Anhydrous Ammonia, Unknown amount.
- December 1st, GB Metro Sewer, Raw sewage, Unknown amount.
- December 4th, Unknown sub-merged vehicle.
- December 13th, Lawrence/Scheuring Rd., gasoline, 10-12 gallons.
- January 3rd, Executive Air, Jet fuel (petroleum), 150 gallons.

C. PUBLIC/PRIVATE PARTNERSHIP

- Bill Marotz mentioned a full-day training opportunity in Appleton on March 8th 8:30 -4:30 on what it means to be a part of our LEPC. He has approached the security team at Schneider to get a group to participate, and registration is open and available at no charge.

D. EM REPORT

- Melissa mentioned the forwarded information from WEM regarding the pre-Governor's conference training opportunity.
- There is an on-line training opportunity for LEPC for requirements of EPCRA and its implementing regulations. It is a free course that was sent to the group via e-mail. Check your e-mail for more information.
- BCEM has started using Nixle as a public alerting system. If you opt-in via text or e-mail you can get these alerts. We will be sending out a press release regarding the launch in the near future. This is being done in part from an incident last year, when some residents were without power for 26 hours from severe thunderstorms, and wished they had received updates on what was happening and when a solution would be found. This current system is not the final solution, regarding Reverse 9-1-1 and is an opt-in forced option, but in 2017 we hope to fund a premium, more robust communication system, and are currently looking at different funding options. In the meantime, look for these Nixle emergency alerts, as needed.
- We are updating a portion of our ESFs for first-half 2016 for the EMPG and EPCRA funding in this first half of the POW.
- We are working Public Health on a Mass Fatality and Family Assistance Plan.
- Is there a specific plan we would like to review for our next meeting? Tom Collins mentioned doing something geographically opposite to what was done in the previous meeting. Or pick one based on the hazard threat risk level.
- We have some exercises coming up in the near future, including one with SuperValu. Also ahead, is an exercise assigned by the County Executive, which has simultaneous events taking place with a mall, movie theatre, and an apartment building. It is not a tactical exercise, but instead testing coordination, communication, and public alerting. This is currently in the very preliminary stages of development.
- If you have any questions regarding getting information on proper reaction to a situation, BCEM can point you in the right direction... even if it is not to the extent an exercise extent.

6. PUBLIC COMMENT

- Russ Phillips introduced Ken Calwatts of SuperValu.
- Tom Collins mentioned doing something to recognize Ed and Judy, can something be pursued?
- Time of meeting, 1:30pm versus 2:30pm? The majority decided that 1:30pm was a better starting time for the meeting.

7. LEPC ROUND TABLE:

- Steve Johnson asked about an obligation to post meeting notices. It is revealed that we do post the meeting times and locations publicly. Public commenting is always a part of a meeting to allow for proper opportunity to comment.
- Steve Johnson mentioned that Public Health put out a 2016 calendar, with a theme of "This is Public Health." To give people an understanding of how public health is a part of their lives.
- Steve Johnson spoke to beefing up the respiratory protection options for the Public Health department. The machine reads particles in the air, and can tell if there is a breach after being fitted on someone.
- Melissa formally introduced Justin Steinbrinck as the BCEM Coordinator.
- Melissa asked for suggestions for a location for our next meeting. She will send out a request via e-mail in the weeks ahead.
- Ed Foral introduced himself from P&G, leader on the Emergency Response Team there and one of their site trainers.
- Russ Phillips from SuperValu mentioned they have been quiet, doing a lot of hiring. Introducing Kent Calwatts to his new position with the company, getting settled in.
- Bill Marotz is renegotiating the Schneider MOU with Ashwaubenon regarding active shooter, to make sure everything is in line with expectations. They will likely do some sort of exercise with Ashwaubenon once this whole process is settled.

8. SUCH OTHER MATTERS AS AUTHORIZED BY LAW

None

9. ADJOURN

A MOTION WAS MADE BY TOM COLLINS TO ADJOURN AT 15:46.

BILL MAROTZ seconded. Vote taken, MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Justin
Steinbrinck EM
Coordinator